

Fig. 1

Fig. 2

200

112

202

108

204

Purchase Order

Reference Number: Priority: Date Ordered:

Charge To: Date Required:

Submitted By

Name: Address Line 1:

ID Number: Address Line 2:

E-mail Address: City:

Telephone Number: State/Province: Postal Code:

Country/Region:

Vendor Information

Company Name: Address Line 1:

E-mail Address: Address Line 2:

Telephone Number: City:

Fax Number: State/Province: Postal Code:

Web Site Address: Country/Region:

Shipping Information

☒ Allow Partial Shipment ☐ Ship to Address Listed Above Ship Method:

Deliver To

Name: Address Line 1:

Data Source

purchaseOrder

- referenceNumber
- dateOrdered
- dateRequired
- expenseCode
- priority
- chargeTo
- submittedBy
- shipToSubmitter*
- deliverTo
 - name
 - prefix
 - givenName
 - middleName
 - surname
 - suffix
 - singleName
- address
 - identificationNumber
 - emailAddressPrimary
 - emailAddressSecondary
 - telephoneNumberWork
 - telephoneNumberHome
 - telephoneNumberCell
 - telephoneNumberPager
 - faxNumber
 - jobTitle
 - officeLocation
 - department
 - webSite
 - ftpSite
- suggestedSuppliers
- actualSupplier
- currency
- order
 - summary
 - currency
 - shipMethod
 - partialShipmentAllowed*
- items

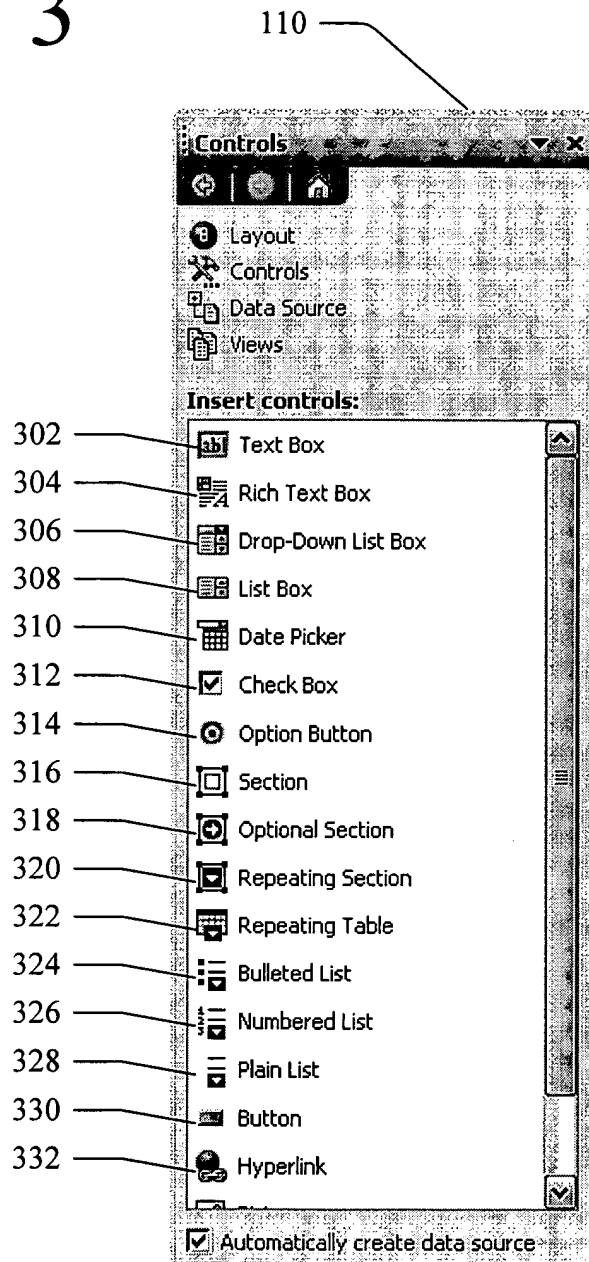
☐ Show details

Add...

Related tasks

- Design Layout
- Insert Controls
- Show Data Source
- Manage Views

Fig. 3



lee&hayes

Fig. 4

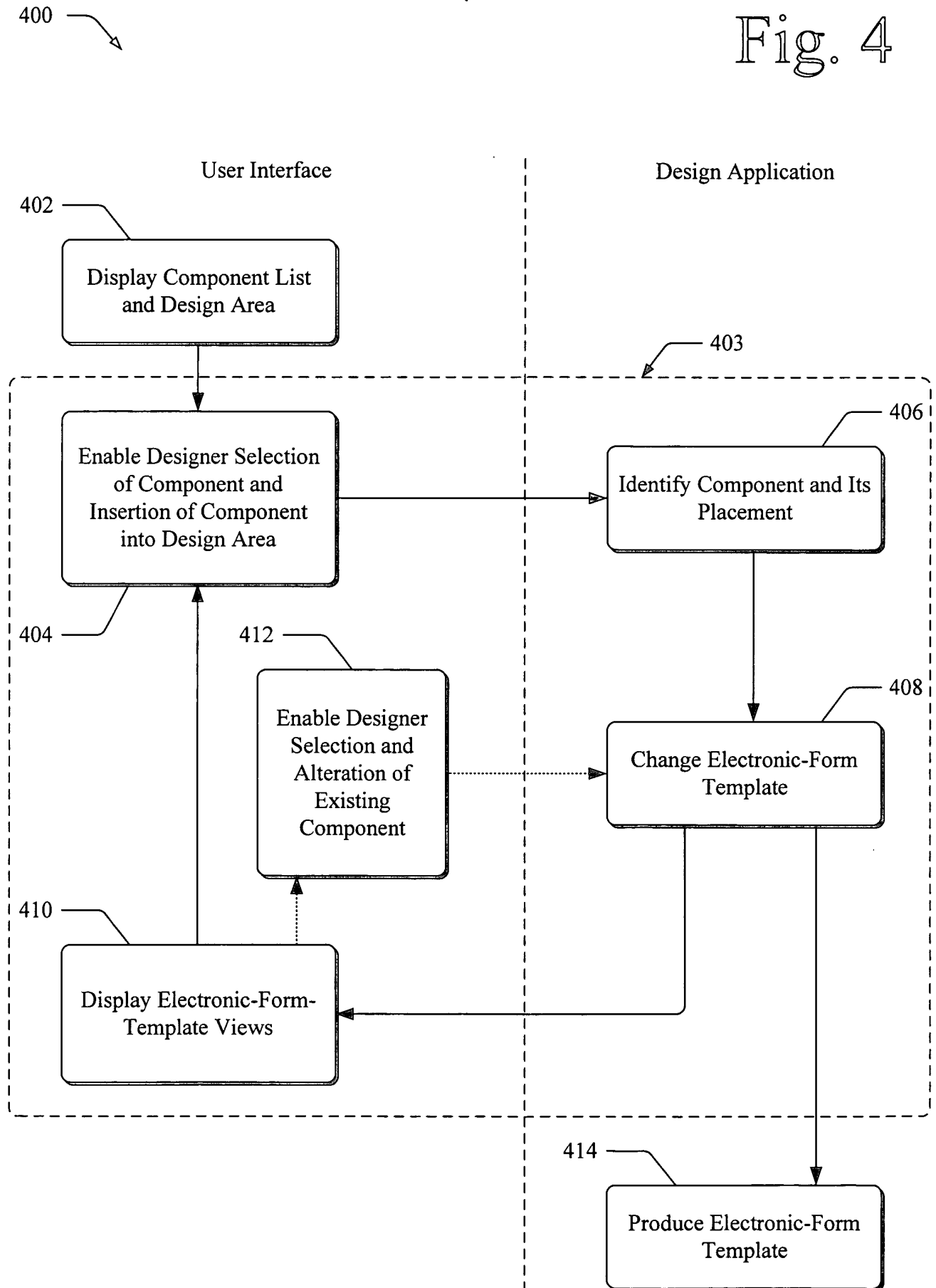


Fig. 5

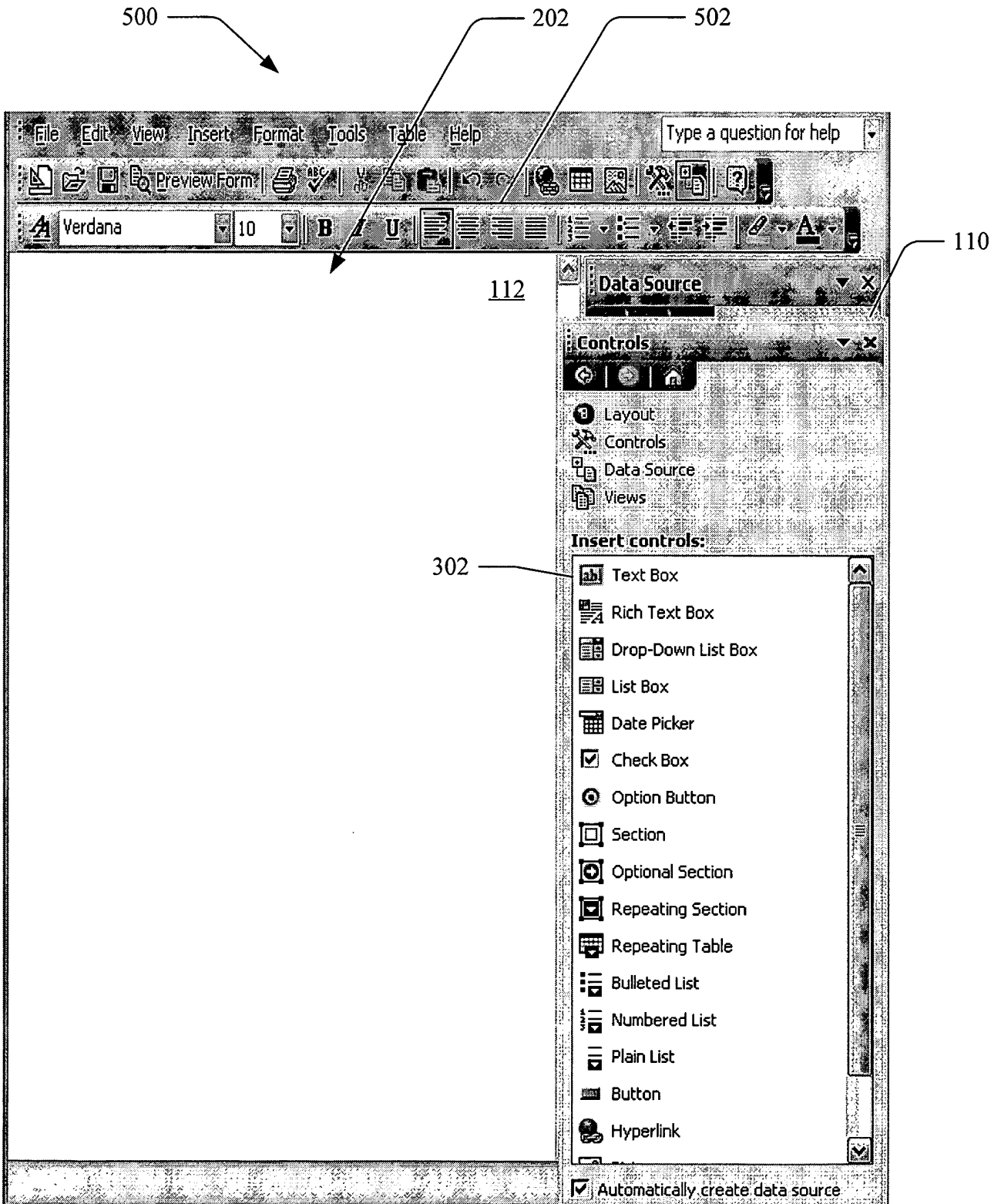
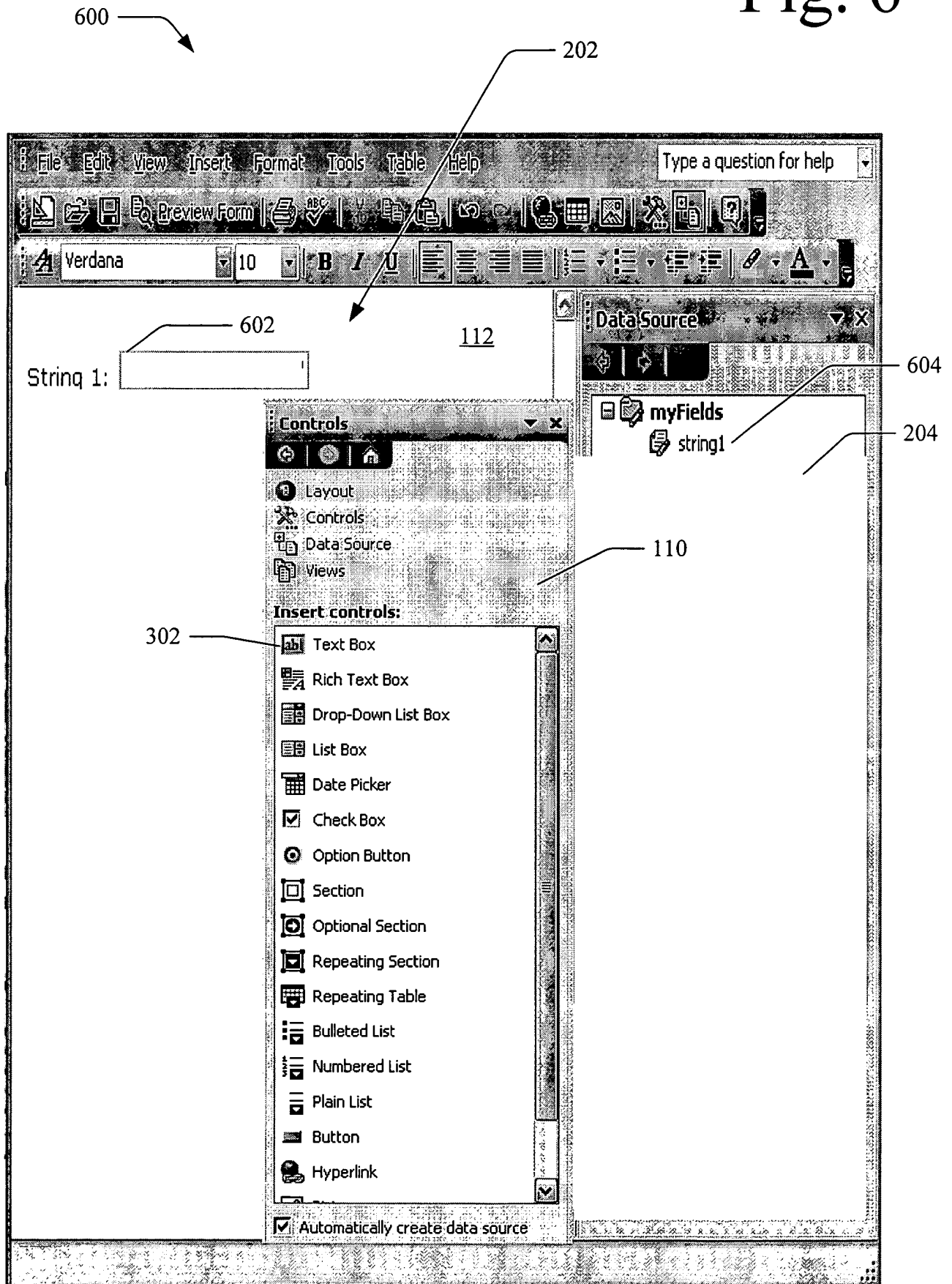


Fig. 6



lee@hayes

Fig. 7

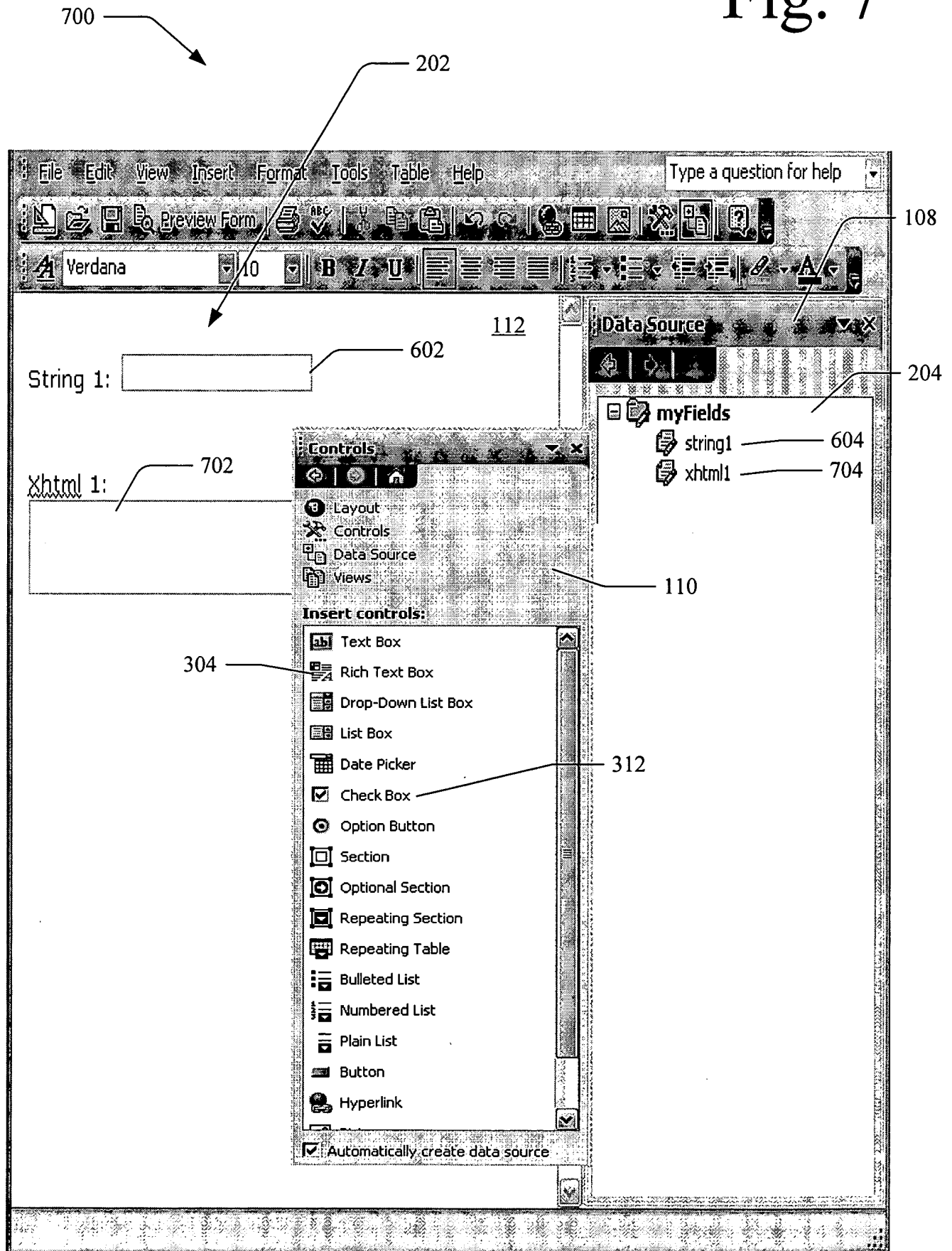
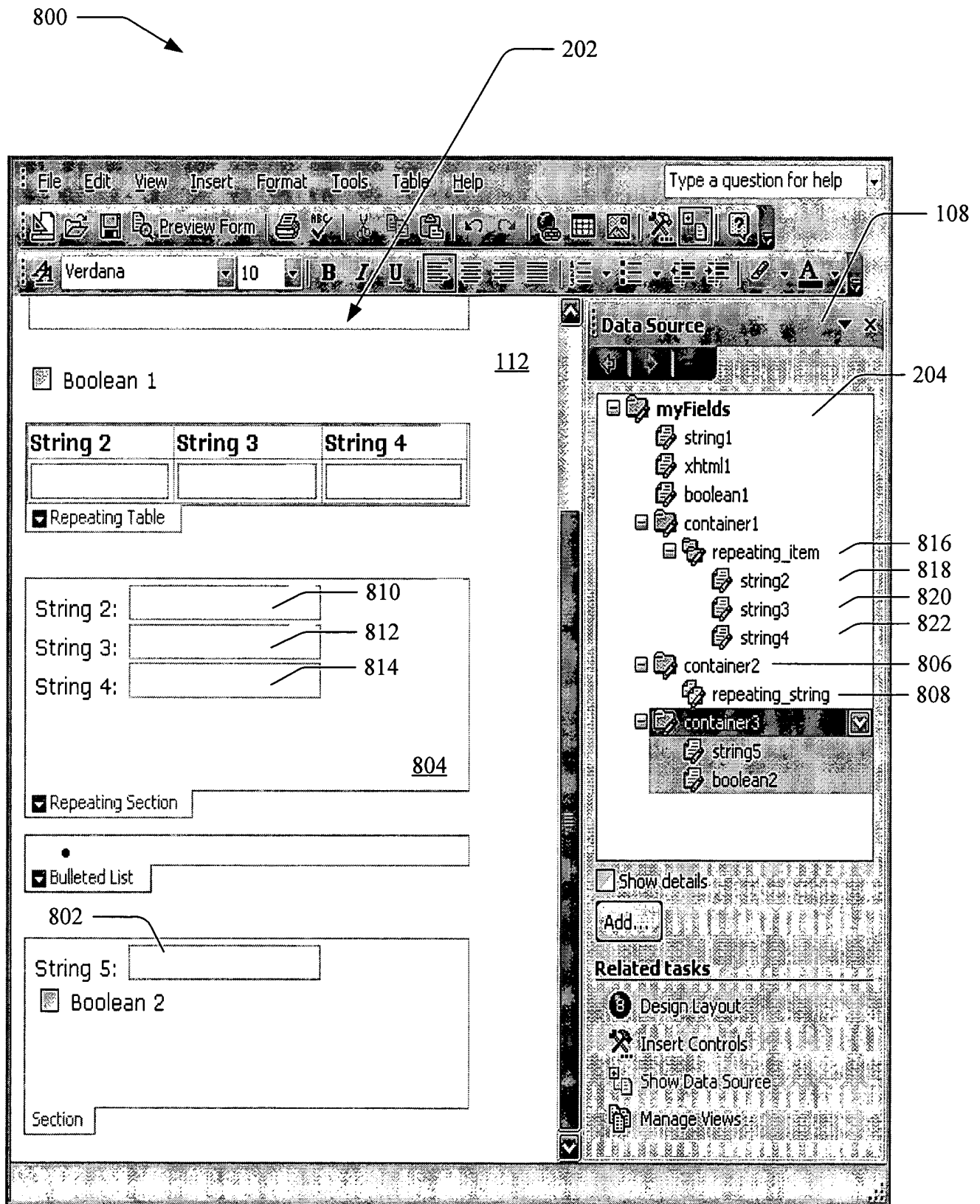


Fig. 8



lee@hayes

Fig. 9

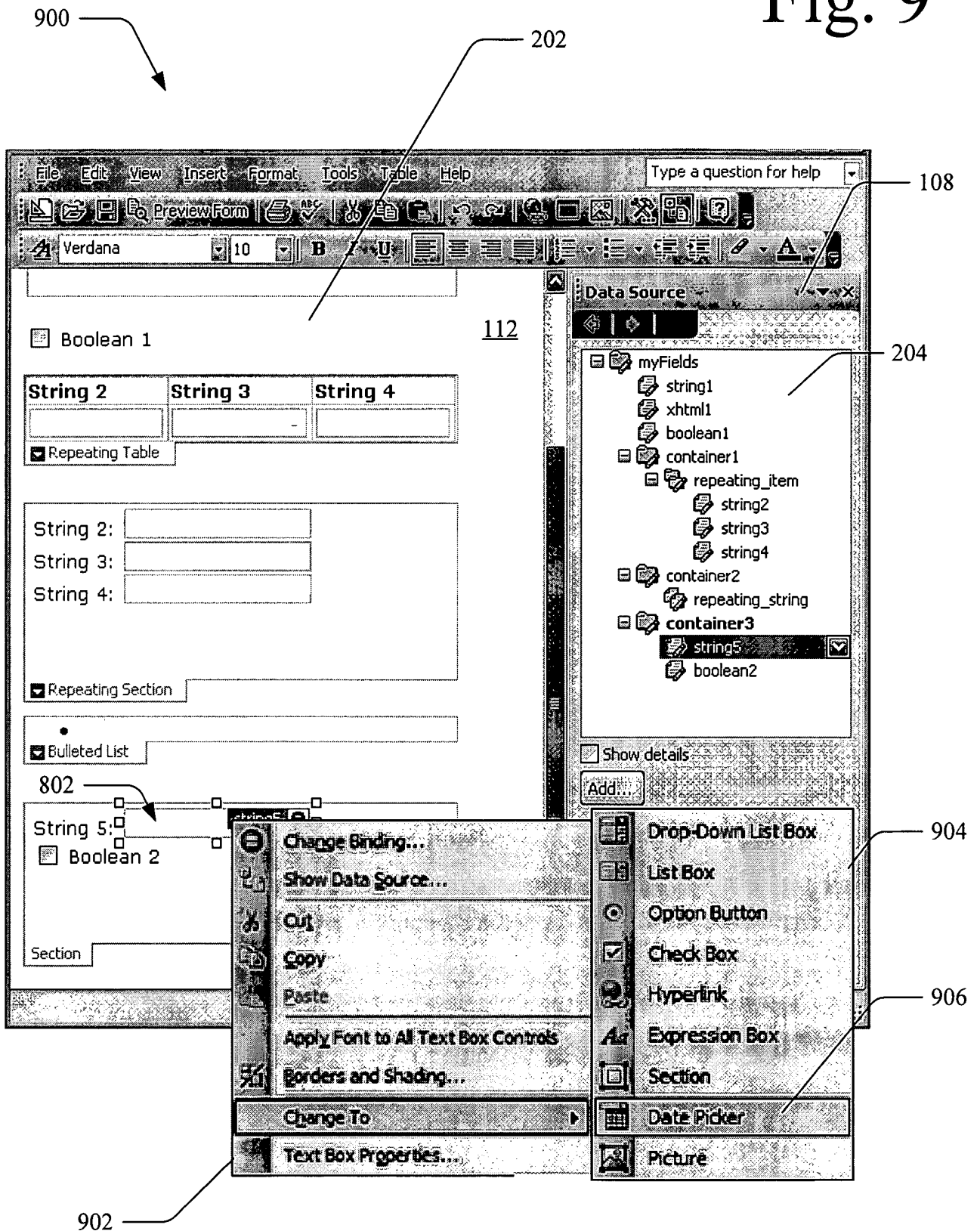


Fig. 10

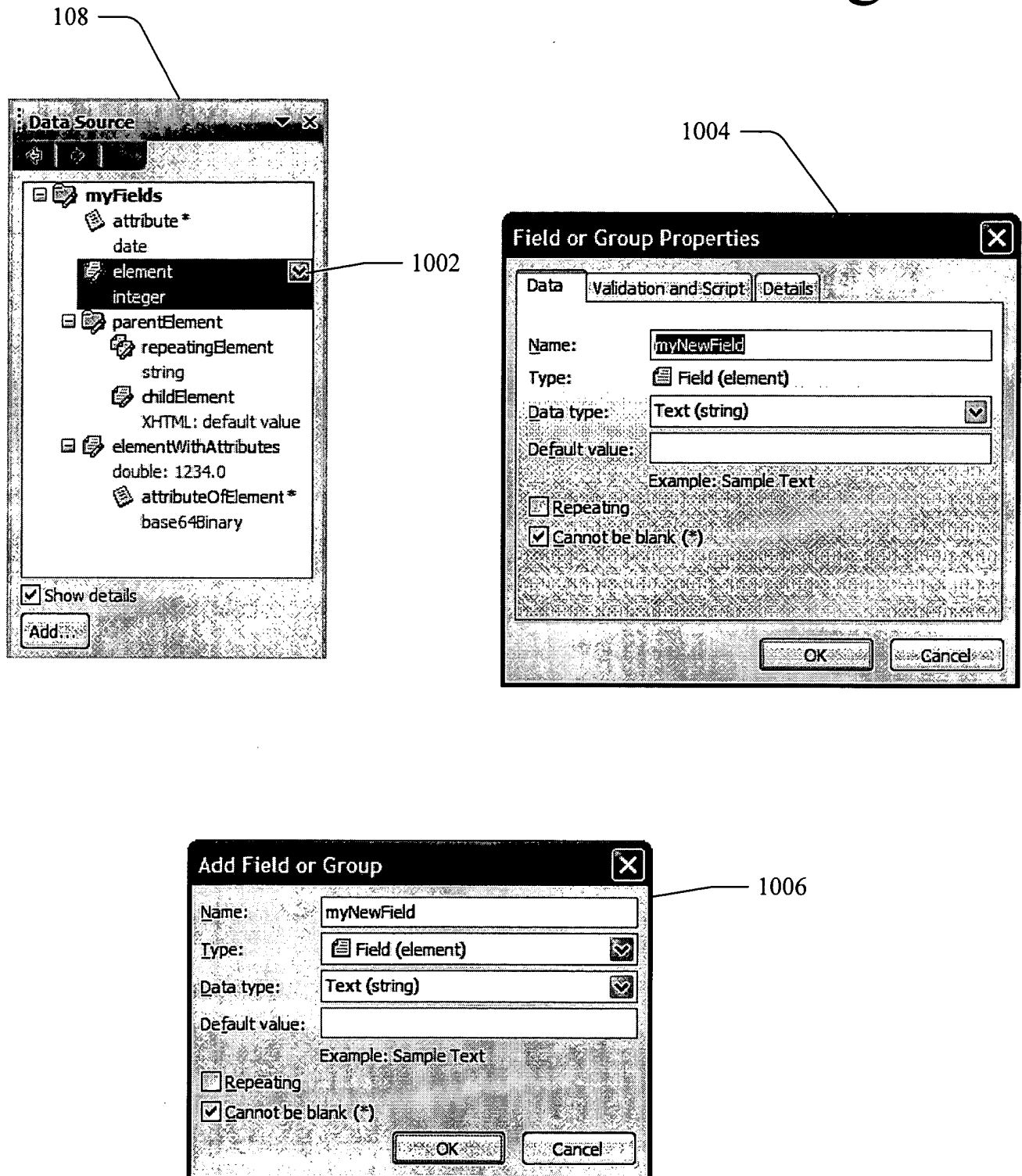


Fig. 11

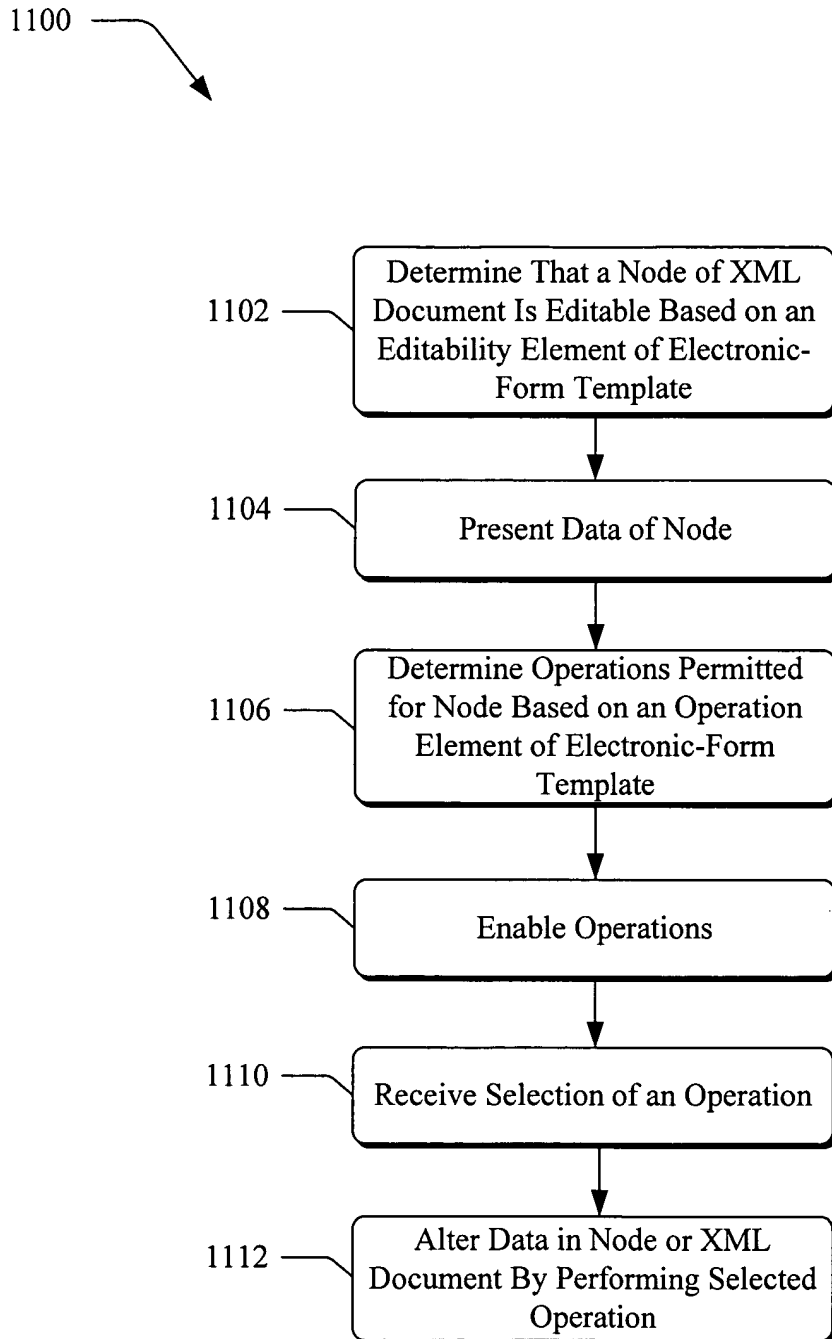


Fig. 12

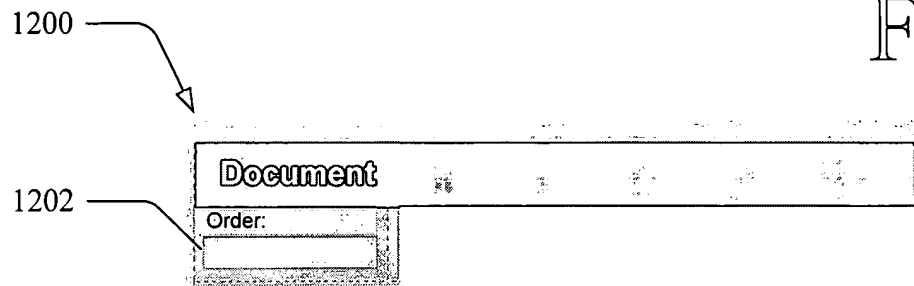


Fig. 13

1300

1202

Document

Order: ACME Tire Company

Priority: Normal

Date Ordered:

Charge To:

Date Required:

1302

Itemized List

Currency:

1304

Summary:

Item Number	Description					Pre-Tax Price	Total with Tax
	Part Number	Quantity	Unit Price	Tax (%)			
	[Type item description here.]						
		1	0.00	0.000	0.00	0.00	

1306

☒ Repeating Table

Terms

1308

☒ Bulleted List

Notes

1310

☒ Optional Section

lee@hayes

Fig. 14

